

<p style="text-align: center;">TRAVEL GUIDELINES FOR GRANT ADVISORY COMMITTEE MEMBERS</p>

This travel packet provides guidelines for traveling on State business. Included are methods of travel available, travel expenses eligible for reimbursement, and other pertinent information.

A. Eligible Travel Reimbursements

Committee members are reimbursed for eligible meal and lodging expenses incurred when traveling over 50 miles from home or headquarters in the course of official business. In addition, each Committee member shall receive actual and necessary traveling expenses incurred in the course of duty.

Submit all required receipts to Justin Ngo pertaining to the trip. An explanation must be offered when required receipts are not available.

B. Travel Expense Worksheets

Complete a Travel Expense Worksheet and note the expenses incurred during the official travel. Sign the Travel Expense Worksheet at the "Claimant's Signature" and return the form by e-mail, fax or mail to:

California Student Aid Commission
School Support Services Branch
P.O. Box 419028
Rancho Cordova, CA 95741-9028
Attn: Justin Ngo
FAX: (916) 526-8002
E-mail: schoolsupport@csac.ca.gov.

Upon receipt, Justin will complete the Travel Expense Claim (TEC) for your reimbursement based on the information you provide. Justin will e-mail the TEC to you. Please print the form and write your Social Security Number where indicated. Once it is complete, sign it in blue ink and return it to the address listed above. Your reimbursement check will be sent to you in approximately 4 weeks.

C. CSAC Authorized Travel Agency

For airline and rental car arrangements, contact Giselle's Travel at **(916) 922-0330** or **1 (800) 523-0100**. Or, you may make your travel arrangement online at www.globaltrav.com. Charges are directly billed to California Student Aid Commission (Commission) by using the authorized four digit code of "0704". Please keep all itinerary information that you receive from the travel agency. This information must be submitted with your travel claim.

Airline Reservations

Contracts exist between the State of California and authorized airlines. To assure that you use authorized carriers and receive the contracted state discount, please make your airline reservations via Giselle's Travel. Airline reservations are "ticketless" and directly billed to Commission. If you need to change your airline reservations one hour or more prior to the departure time, contact Giselle's Travel. For changes needed immediately prior to departure, contact the airline directly.

Rental Car Arrangements

It is recommended that you make your rental car reservations via Giselle's Travel. However, rental car arrangements may be handled on your own, if desired. In these instances, please refer to the current Management Memo (Attachment 3) for authorized car rental companies, instructions, and guidelines.

WHENEVER POSSIBLE, PLEASE REFUEL THE VEHICLE PRIOR TO RETURNING IT AS IT IS LESS COSTLY TO THE STATE.

D. Vehicle Usage

"Agencies determine who will drive on official business and the types to use: state-owned, privately-owned, or commercially-owned vehicles." (State Administrative Manual, Section 0750)

E. Vehicle Operator Requirements

"Employees who operate vehicles on official business must have a valid driver's license, insurance, and a good driving record." (State Administrative Manual, Section 0751)

"Employees who operate vehicles on official business shall use, and ensure all passengers use, all available safety equipment in the vehicle being operated." (State Administrative Manual, Section 0751)

F. Private Vehicles

"Employees may use their privately-owned automobiles on official business if this is approved by the agency." (State Administrative Manual, Section 0750)

"An employee must certify in writing the vehicle will always be covered by liability insurance at the following levels: \$15,000 for personal injury to, or death of, one person; \$30,000 for personal injury to two or more persons in one accident, and \$5,000 for property damage. The vehicle is adequate for the work. The vehicle is equipped with operating safety belts. The vehicle is in safe mechanical condition." (State Administrative Manual, Section 0753)

Although you are not an "employee", you must meet the requirements pertaining to operator requirements, vehicle safety, seat belt usage, and authorization. On an annual basis, you will be asked to complete the "Authorization to Use Privately Owned Vehicles on State Business" (STD. 261).

The standard rate for mileage reimbursement for use of a privately owned vehicle on official state business is 34 cents per mile.

G. Parking Fees

Parking fees are reimbursable expenses and require receipts over \$10.00.

H. Bridge and Road Tolls

Bridge and road toll fees are reimbursable expenses and require no receipts.

I. Shuttles and Taxis

Shuttle and Taxi charges are reimbursable expenses and require receipts.

J. Hotel Arrangements

Hotel arrangements are made by Justin. Approximately, 3 weeks prior to the meeting, you will be notified of the hotel and date(s) that have been reserved. You will be asked to respond as to whether or not you will need a reservation. A room list is prepared and transmitted to the hotel based on the information you provide. The room charge and tax are directly billed to Commission. Individuals are responsible for incidentals. **Cancellations not made 24 hours prior to arrival will be charged the full amount.** We, therefore, ask that you notify Justin immediately if you need to cancel your room reservation to avoid unnecessary charges.

K. Telephone Calls

Business telephone calls are reimbursable expenses and require receipts over \$5.00 and must include the place and party called.

L. Incidentals

Incidentals are reimbursable up to \$6.00 for a full 24 hour period. (Incidentals may not be claimed for less than a 24 hour period.)

M. Meal Allowances

Allowable meal expenses for travel LESS than 24 hours:

No lunch or incidentals may be claimed.

Breakfast: Trip must begin at or before 6:00 a.m. AND end at or after 9:00 a.m.

Dinner: Trip must begin at or before 4:00 p.m. AND end at or after 7:00 p.m.

Allowable meal expenses for any 24 hour period or fraction thereof:

Breakfast: \$6.00

Lunch: \$10.00

Dinner: \$18.00